

## WEXFORD COUNTY BUILDING DEPARTMENT

401 N. Lake Street  
Cadillac MI 49601  
Phone: (231) 779-9465  
Fax: (231) 779-9110  
building@wexfordcounty.org



BOB SCARBROUGH  
Building Official  
BRUCE FINNERTY  
Plumbing/Mechanical Inspector  
SCOTT WADDELL  
Electrical Inspector  
BROOKE MONROE  
Administrative Assistant

### Residential Dwelling Building Permit Requirements (Over 3,500 sq ft

and commercial buildings require sealed/stamped drawings by an architect or engineer)

1. **Septic & Well Permit and/or Building Permit Authorization Form (permit waiver):** obtained from the District Ten Health Dept, located at 521 Cobb Street, Cadillac MI 49601; Phone #: (231)775-9942. *[Septic permits not required if location served by public sewer; well permits not required if location served by public water]*
2. **Driveway Permit (OR permit waiver):** obtained from the Wexford County Road Commission; 85 W. M-115 Hwy, Boon MI 49618; Phone #: 231-775-9731 *[Necessary ONLY IF a driveway needs to be put in]* (MDOT- 231-775-3487)
3. **Approved Zoning Permit:** Compliance with zoning requirements of townships, city, or village:
  - Cedar Creek- Wendy Johnson 231-824-6543
  - Clam Lake- Cindy Warda 231-775-5401 Ext 6, Office Tuesdays 9-1
  - Haring- Mike Green 231-920-2029, Office Fridays 9-1
  - Colfax and Henderson- No Zoning
  - Wexford, Hanover, Greenwood, Liberty, Springville, Antioch, Slagle, Boon, Selma, South Branch, Cherry Grove- (Wexford Joint Planning Commission) Bob Hall, 231-775-1138 Ext 6, Office Wednesdays at Cherry Grove Township Hall
  - Village of Mesick- 231-885-1646 City of Manton- 231-824-3572
  - City of Cadillac- 231-775-0181 Ext 102 Village of Buckley- 231-269-3555
4. **Completed Building Permit Application:** Obtained from this office (must be signed by the property owner, even if contractor is the applicant) *[This office does not issue building permits for the City of Cadillac, the City of Manton and Cedar Creek Township]*
5. **Address:** obtained from this office *[if not already assigned one]* Must be submitted with zoning approval and building permit plans and application
6. **One (1) set of plans,** to include:
  - a. Floor Plan with window and door sizes & placement
  - b. Show all elevations *[front, sides and rear elevations]*
  - c. Foundation plan with walkout details, if applicable
  - d. Cross section detail *[Page 5 of building permit application]*
  - e. Truss specifications (Min. 60 lb. Ground Snow Load in Wexford County)
7. One (1) copy of completed **Energy Code Form:** may be obtained through [rescheck.com](http://rescheck.com) or Hoitenga Insulation, Inc for \$85.00
8. Copy of signature **identification**
  - a. If licensed builder, provide copy of builder's license
  - b. For homeowner, fill out and sign the Homeowners Affidavit form
9. Located in **wetland and /or floodplain** or need determination: Sue Conradson, MDEQ 231-876-4443 or email at [conradsons2@michigan.gov](mailto:conradsons2@michigan.gov)
10. Please contact the **DNR** if building on a river or water connecting to a river 989-732-3541
11. **Soil Erosion Permit:** obtained from this office *[Necessary ONLY IF you are building within 500' of water, lakes, rivers or streams, etc. or excavating over one (1) acre in land area]*

**Fee:** Please refer to building and soil erosion (SESC) fee schedules

**Please Note:** Electrical, Mechanical & Plumbing permits must be individually obtained